

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Classification of Youth in Detention Facilities
NUMBER: RF-01-08 (Residential Facilities)
APPLICABLE TO: DJS Detention Facilities
EFFECTIVE DATE: May 21, 2008

Approved: “/s/signature on original copy”
Donald W. DeVore, Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) shall ensure a safe, secure and stable environment for detention facilities. Each facility shall implement an objective internal classification system to assess youths’ potential vulnerability and supervision needs, and shall utilize the results of the classification assessment to guide appropriate housing decisions. The classification assessment shall be implemented for all youth on their admission to the facility and shall provide for reclassification in response to circumstances or special needs that may require modification of housing assignments.
2. **AUTHORITY.**
 - a. Annotated Code of Maryland, Human Services Article §§ 9-227 and 9-228.
 - b. American Correctional Association, Standards for Juvenile Detention Facilities, 3-JDF-2B-08 and 3-JDF-5B-02.
 - c. Maryland Standards for Juvenile Detention Facilities.
3. **DEFINITIONS.**
 - a. *Housing Classification Assessment/Re-Assessment* means the assessment tool used to determine the appropriate level of supervision and housing assignment of youth upon completion of the Intake process, and re-assessment to be completed as dictated by the needs of youth or the security of the facility.
 - b. *Housing Plan* means a written protocol describing each housing unit in a detention facility and its corresponding supervision level that shall be used to classify youth in accordance with the results of the Department's Housing Classification Assessment/Re-Assessment.
 - c. *Special Needs* means identified behavioral health and/or medical issues, developmental disabilities, or sensory impairment issues that may require special supervision.
4. **PROCEDURES.**
 - a. **General Procedures.**
 - (1) Housing classification assessments shall guide staff decisions regarding the appropriate housing assignment and supervision level assigned to all youth.

Staff shall utilize the ***Housing Classification Assessment/Re-Assessment (Appendix 1)*** instruments. For detailed instructions refer to the ***Housing Classification Assessment and Re-Assessment User's Guide (Appendix 2)***.

Criteria for assigning housing classification and supervision level of a youth shall include, but are not limited to:

- (i) The severity of the current charge or adjudication;
- (ii) The severity of the most serious prior adjudication;
- (iii) The number of prior serious incidents in custody (youth on youth or youth on staff assaults, group disturbances, restraints and escapes or attempted escapes);
- (iv) Age, size and offense history of youth, especially when assigning two or more youth to a room; and
- (v) Special needs including suicide risk, mental health, or other concerns that may merit higher or special supervision.

(2) Facility Administrators shall develop Facility Operating Procedures that shall include, but are not limited to:

- (i) Identifying the specific employee(s) responsible for:
 - (a) Conducting and completing **Housing Classification Assessments and Re-Assessments**;
 - (b) Reviewing ASSIST for prior DJS commitments and placements, and inputting admissions data;
 - (c) Reviewing the DJS Incident Database for serious incident involvement (youth on youth or youth on staff assaults, group disturbances, restraints and escapes or attempted escapes);
 - (d) Observing youth to determine if initial classification level and housing assignment is meeting the needs of the youth; and
- (ii) Establishing protocols for housing and proper supervision of youth to ensure that youth are placed in a unit and room suitable to the youth's classification level.

(3) Facility Administrators shall develop a Housing Plan for each living area (Cottage, Unit, or Pod) that shall include, but is not limited to:

- (i) Physical plant description;
- (ii) Capacity;
- (iii) Staffing pattern for each shift;
- (iv) Safety, security and supervision practices;
- (v) Single and double youth sleeping rooms;
- (vi) Youth classification levels and specific population assigned;
- (vii) General programming; and
- (viii) Special services and/ or accommodations.

- (4) Housing Plans shall be approved by the Assistant Secretary for Operations or designee.
- (5) The Facility Administrator or designee will review the housing reports/rosters daily to ensure accuracy and compliance with facility operating procedures, DJS policy, and the Maryland Standards for Juvenile Detention Facilities.
- (6) All completed **Housing Classification Assessments and Re-Assessments** shall be placed in the youth's base file.
- (7) A copy of all **Housing Classification Assessments and Re-Assessments** shall be transported with youth when youth are transferred between DJS detention facilities.
- (8) **Housing Classification Assessments and Re-Assessments** received with youth transferred between DJS detention facilities shall be reviewed during the admissions intake process to the receiving facility, and a new **Re-Assessment** shall be completed.
- (9) Employee requested changes to the results of the **Housing Classification Assessment** and/or the **Re-Assessment** shall be based upon verified data that is supported by documentation. The Facility Administrator or designee shall approve or disapprove all requested changes in writing.

b. Assessment.

(1) Housing Classification Assessment:

- (i) Shall be used to establish a youth's housing classification and supervision level upon admission to a detention facility; and
- (ii) Shall be completed during the admission process to a detention facility.

(2) Housing Classification Re-Assessment:

- (i) Shall be used to update a youth's housing classification and/or supervision level considering the youth's program participation, interaction with peers and staff, and general behavior;
- (ii) Shall be completed by the youth's Facility Case Management Specialist in conjunction with the Interdisciplinary Treatment Team, not more than 60 days from the date the **Housing Classification Assessment** or previous **Re-Assessment** was completed;
- (iii) Shall be completed within 24 hours of a youth being involved in a third serious incident since initial housing classification assessment;
- (iv) May be completed within 24 hours of receiving new information which may affect the youth's housing classification

- and/or supervision level (e.g., new serious incidents, escapes or attempts, or other special circumstances.); and
(v) May be used to increase or reduce the youth's classification level.

c. Training.

All employees involved in the direct care of youth shall receive training regarding the Housing Plan, including classification and supervision levels, characteristics of each population and facility procedures for supervising and housing youth.

All employees involved in the administration of the **Housing Classification Assessment/Re-Assessment** shall receive training regarding the proper scoring and utilization of the assessment instrument.

5. DIRECTIVES/POLICIES AFFECTED.

a. Directives/Policies Rescinded - **None.**

b. Directives Referenced - **None.**

6. LOCAL IMPLEMENTING PROCEDURES REQUIRED. Yes.

7. FAILURE TO COMPLY.

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – 2

1. Housing Classification Assessment/Re-Assessment
2. Housing Classification Assessment/Re-Assessment User's Guide

DJS Housing Classification Assessment

Name of Youth				Youth PID:	
	<i>first</i>	<i>last</i>	<i>MI</i>	Youth DOB:	

Date of Admission: Staff Name: **1. Severity of Current Charge (for detained youth), or Adjudication (for pending placement youth):**

Category I = 4 points

Category III = 2 points

Category II = 3 points

Category IV, V or VOP = 1 point

Points: **2. Most Serious Past Adjudicated Delinquent Offense:**

Category I = 4 points

Category III = 2 points

Category II = 3 points

Category IV, V, or VOP = 1 point

Points: **3. Number of Prior Serious Incidents in Custody* (See summary on Face Sheet)**

*Youth-on-youth (including sexual contact) assaults, youth-on-staff assaults, group disturbances, restraints, and escapes or attempted escapes.

6 or more = 6 points

2 or 3 = 2 points

4 or 5 = 4 points

0 or 1 = 0 points

Points: **4. Current Age of Youth:**

Under 14 = 4 Points, 15-17 = 2 Points, 18 and Over = 0 Points.

Points: Total Score:

Recommended Classification: Low= 0 to 5, Medium= 6 to 10, High= 11 or above

Special Housing Issues. Check all that apply. These issues may indicate the need for higher supervision status, or placement into a special unit such as an infirmary.

Y/N	Issue:	Details
<input type="checkbox"/>	Medical Condition/Injury	<input type="text"/>
<input type="checkbox"/>	Protective Custody	<input type="text"/>
<input type="checkbox"/>	Mental Health/Low Funct./Suicide Risk:	<input type="text"/>
Behavioral Health review of Special Issues:		<input type="text"/>
Beh. Health Staff Signature required for all youth		

Double Bunking Concerns. Check all that apply that will require special bunking decisions

Y/N	Issue:	Details:
<input type="checkbox"/>	Age is under 13: Do not bunk with youth over 16 years old.	
<input type="checkbox"/>	Small or X-Large Body Size: Do not bunk small and extra large youth together	
<input type="checkbox"/>	Sex Offense History: Single room only.	
<input type="checkbox"/>	Other.	<input type="text"/>

Final Housing Classification (Low, Med, High): Unit Assignment:

If different from recommended level, supervisor must approve

Room Number: Single Room Only? (Y/N)

DJS Housing Classification Re-Assessment - Part II

Current Supervision Level:

Current Pod/Unit Assignment:

1. Current Score - From Previous last Classification Assessment

Current Score:

2. Escapes/Attempts since last Classification Assessment

1 or more = 6 Points, None = 0 points.

Points:

3. Number of Serious Incidents since last Classification Assessment*

**Youth-on-youth (including sexual contact) assaults, youth-on-staff assaults, group disturbances, or restraints.*

5 or more incidents = 4 Points

2 - 4 incidents = 2 Points

0 - 1 incidents = - 4 Points

Points:

Total Score:

Recommended Supervision Level:

Low=0 to 5, Medium= 6 to 10, High= 10 or above

Special Housing Issues. *Check all that apply that will require special housing decisions*

Y/N	<u>Issue:</u>	<u>Details</u>
<input style="width: 60px;" type="text"/>	Medical Condition/Injury	<input style="width: 400px;" type="text"/>
<input style="width: 60px;" type="text"/>	Protective Custody	<input style="width: 400px;" type="text"/>
<input style="width: 60px;" type="text"/>	Mental Health/Low Funct./Suicide Risk:	<input style="width: 400px;" type="text"/>

Behavioral Health review of Special Issues:

Beh. Health Staff Signature required for all youth

Double Bunking Concerns. *Check all that apply that will require special bunking decisions*

Y/N	<u>Issue:</u>	<u>Details:</u>
<input style="width: 60px;" type="text"/>	Age is under 13: Do not bunk with youth over 16 years old.	
<input style="width: 60px;" type="text"/>	Small or X-Large Body Size: Do not bunk small and extra large youth together	
<input style="width: 60px;" type="text"/>	Sex Offense History: Single room only.	
<input style="width: 60px;" type="text"/>	Other.	<input style="width: 540px;" type="text"/>

Final Housing Classification (Low, Med, High):

Unit Assignment:

If different from recommended level, supervisor must approve

Room Number:

Single Room Only? (Y/N)

MARYLAND DEPARTMENT OF JUVENILE SERVICES



Housing Classification Assessment/Re-Assessment User's Guide

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Housing Classification Assessment Instructions

This User's Guide is designed to assist intake, case management and other staff in DJS detention facilities to accurately complete the Housing Classification Assessment/Re-Assessment.

The DJS Housing Classification Assessment must be completed for each youth admitted to a DJS detention facility, including detained, pending placement and transferred youth. This assessment guides the appropriate unit and room assignment that best meets the supervision level required for each youth.

Facility intake staff will need access to the DJS ASSIST system and Incident Reporting Database in order to complete the Housing Classification Assessment.

The order of the information presented in the Users Guide corresponds to the sequence of items that staff will need to answer and score to complete the Housing Classification Assessment/Re-Assessment. The Classification Assessment/Re-Assessment tool is formatted as an Excel spreadsheet, so the Total Score will be calculated automatically as staff enters the score for questions 1 - 4 on the Assessment and questions 1 - 3 on the Re-Assessment.

Youth Information:

All information should match what is documented in ASSIST. If the youth has no ASSIST record yet, complete the information based on what is known about the youth.

Name of Youth: Enter the first name, last name and middle initial of the youth as it appears in ASSIST. Name should match the legal name, and not an alias.

Youth PID: Enter the Youth's ASSIST PID number. Leave blank if there is none.

Youth DOB: Enter the youth's date of birth.

Date of Admission: Enter the date that the youth is being admitted to the detention facility.

Staff Name: Enter the full name of the staff member filling out the assessment form.

1. Severity of Current Charge (for detained youth), or Adjudication (for pending placement youth):

If the youth's status is detained (pre-disposition) then this information should match the current charge for which the youth is being detained. The charge and Class can be found in ASSIST by clicking on the "Offense Summary" button at the top of the screen. This will open up the offense summary screen. Click on the current charge; this will open up an Offense Information box. You should find the Class of Offense (Class I to V or VOP) identified in this box.

If the youth's status is pending placement (post disposition), this information should match the Class of the current offense for which the youth has been found delinquent, meaning the offense should be listed as adjudicated and sustained.

A score corresponding to the level of the charge should be entered. If there are multiple charges, only the most severe should be scored. Points are scored as follows:

- Class I: 4 points
- Class II: 3 points
- Class III: 2 points
- Class IV, V or VOP: 1 points

2. Most Serious Past Adjudicated Delinquent Offense:

Enter the single most serious past offense for which the youth has been adjudicated delinquent. If there is none, enter "None." A score corresponding to the level of the charge should be entered. If there are multiple charges, only the most serious should be scored. The charge and Class can be found in ASSIST by clicking on the "Offense Summary" button at the top of the screen. This will open up the offense summary screen. Offenses in blue are adjudicated. Select the charge and then click on the "Adj. Offense" button at the top right corner of the screen. This shows the "Class" and outcome of the offense. Count only "Class I Delinquent" offenses (Class I are the highest offenses and Class V are the lowest.) Points are scored as follows:

- Class I: 4 points
- Class II: 3 points
- Class III: 2 points
- Class IV, V or VOP: 1 points

3. Number of Prior Serious Incidents in Custody:

This information is summarized on the Youth Face Sheet in ASSIST. It is also available in the DJS Incident Reporting Database. Serious incidents are currently designated as:

- Escape from a facility designated by law as a place of confinement
- Alleged Sexual Assault Youth on Youth (DJS custody/supervision)
- Alleged Youth on Staff Physical Assault
- Escape from DJS Custody (off grounds)
- Attempted Escape from a facility designated by law as a place of confinement
- Attempted Escape from DJS Custody (off grounds)
- Alleged Youth on Staff Sexual Assault
- Group Disturbance resulting in bodily harm/property destruction
- Group Disturbance resulting in no bodily harm/property destruction
- Physical Restraint
- Physical Assault Youth on Youth

Count the number of prior incidents the youth was involved in, and score points as follows:

- 6 or more Serious Incidents: 6 points
- 4 or 5 Serious Incidents: 4 points
- 2 or 3 Serious Incidents: 2 points
- 0 or 1 Serious Incidents: 0 points

In order to find incident information for a youth follow these instructions:

1. From the Person View Screen for a youth in ASSIST, click "Physical Attributes."



2. Scroll down to the bottom of the screen to "Other Information."
3. Identify the number of "Serious Incidents" listed. This number has been programmed to include all of the qualifying incidents (Youth-on-youth assaults, Youth-on-staff assaults, Escapes or

attempted escapes, Group Disturbances, Restraints) from the Incident Database. Record this number on the assessment form (you will also need it for any re-assessments) and then calculate the score.

Following is an example of “Other Information” that is needed to complete the Housing Classification and that is included on the Youth Face Sheet in ASSIST:

Other Information:

Gang Membership: Gang membership is Pending Investigation

Serious Incidents: 17

When doing a re-assessment you will need to access the “Physical Attributes” screen again. Look at the number of Serious Incidents at the bottom of the screen. Subtract the number of serious incidents recorded on the original Housing Classification Assessment from the current number of serious incidents to determine the answer to # 2: “Number of Serious Incidents since Classification Assessment.”

4. Current Age: Enter the youth’s age on the day of assessment. The number of points is assigned as follows:

- Under 14: 4 points
- 15 to 17: 2 Points
- 18 and Over: 0 points

Total Score: Enter the sum of the points assigned from questions 1 – 4 if completing the Assessment/Re-Assessment on paper. The Total Score will be calculated and entered automatically if using the Excel spreadsheet.

Recommended Classification:

The supervision level required for the youth is set according to the score.

- 0 to 5 Points: Low
- 6 to 10 Points: Medium
- 11 Points and Above: High

Special Housing Issues:

Indicate whether the youth has special issues that may affect the housing assignment. If the youth has a medical problem or injury, is under protective custody, is on suicide watch, has low functioning or other mental health issues of concern, the youth may need to be considered for a higher supervision level, or for placement into an infirmary or special supervision situation. In this section indicate “Yes” for any such conditions that apply, and describe briefly the details of the condition.

Double Bunking Concerns:

If double bunking is being considered, certain issues need to be taken into account. If the youth’s age is under 13, the youth may not be bunked in the same room with a youth over 16 years old. Youth with greatly different physical sizes should not be bunked together. If the youth has any history of sex offense, a single room is required. Other concerns may include a youth’s gang affiliation (which should be noted on the youth’s ASSIST Face Sheet), specific history with other youth or staff, or any other issue of concern.

In this section, indicate “Yes” for any such conditions that apply, and if “Other” is selected, describe briefly the details of the issue.

Final Classification:

Indicate the classification of the youth as **Low, Medium, or High** taking into consideration both the level recommended by the points and any special needs or concerns. If the final classification differs from the recommended level, approval from the Facility Superintendent/Designee is required.

Pod/Unit Assignment:

Indicate the pod or unit where the youth will be housed.

Single Room Only:

Indicate “Yes” if the youth will require a single room, as dictated by any identified double bunking concerns.

Housing Classification Re-Assessment Instructions

Youth who have been in the facility must be re-classified not more than 60 days after their initial Housing Assessment in order to determine whether they are still appropriate for the unit or cottage in which they are housed. Youth who have been involved in three or more serious incidents or restraint episodes, or who have any changes in their status since admitted to the detention facility (such as new charges, a new medical condition, etc.), must be reassessed within 24 hours.

The information below should be completed using the initial Classification Housing Assessment score. Facility intake staff will need access to the DJS Incident Reporting Database in order to answer the questions in the Housing Classification Re-Assessment.

Current Supervision Level:

This is the Supervision Level (High, Moderate or Low) from the initial housing assessment.

1. Current Score:

This is the score from the initial housing assessment.

2. Escapes/Attempts since last Classification Assessment

Record the number of escapes or attempted escapes the youth was involved in during the current placement. This information may be available from a variety of sources: In ASSIST, a tickler will be sent to relevant staff’s inbox when a new incident occurs involving the youth. Staff can also use the DJS Incident Reporting Database to locate this information. To search for the youth in the DJS Incident Database:

1. Go to the DJS Intranet site.
2. Click on the IT resources box (thin orange line).
3. Click on Intranet Modules in the large white box area.
4. Click on Incident Reporting System in the large white box area.
5. The Incident Reporting Database login screen will appear. Enter your ASSIST user ID and password.
6. Once in the database, click on “Admin” and then “Review” on the left hand side of the screen. The Incident Display Criteria will appear on the right hand side. Adjust the date period to all incidents from the date that the youth entered the detention facility to the present date. Change the “Facility” menu to your facility’s name.

7. To find the youth's history of serious incidents while in your detention facility, pull down the "Person Involved" menu to find the youth. This will display any and all serious incidents that the particular youth was involved in for the date period that you selected.
8. Record the number of escapes or attempted escapes.

Score the number of escapes or attempts as follows:

- 1 or more: 6 points
- None: 0 Points

Number of Serious Incidents since last Classification Assessment:

Note the number of serious incidents in which the youth has been involved since the Housing Classification Assessment was completed when the youth was admitted to your facility. This information can be identified in a variety of ways: You can compare the youth's current ASSIST Face Sheet with the original Face Sheet completed at admission. Also in ASSIST, a tickler will be sent to relevant staff's inbox when a new serious incident occurs involving the youth. The DJS Incident Reporting Database can also be used to determine the serious incidents involving the youth. Use the instructions above to research through the Incident Database, but look at all serious incidents (youth-on-youth assaults, youth-on-staff assaults, group disturbances, and restraints.) Count the number of incidents and score appropriately, assigning the points as indicated on the Housing Assessment:

- 5 or more Serious Incidents: 4 points
- 2 to 4 Serious Incidents: 2 points
- 0 or 1 Serious Incidents: - 4 points (Note this means to subtract 4 points)

Changes in Special Housing Issues:

If the youth has a new injury, illness, mental health issue, has acted out sexually while in custody, or has ANY special condition you believe might affect the housing decision, indicate Yes and list it here.

Total Score:

If the youth's score has changed, indicate that as the new Total Score. Also indicate whether this has changed his Supervision Level. Assign a new unit/cottage and/or room if the new Total Score reflects a new Recommended Classification.

Recommended Classification:

The supervision level required for the youth is set according to the score.

- 0 to 5 Points: Low
- 6 to 10 Points: Medium
- 11 Points and Above: High



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

SUBJECT: Classification of Youth in Detention Facilities
POLICY NUMBER: RF-01-08 (Residential Facilities)
EFFECTIVE DATE: May 21, 2008

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)